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TO : Chief, Intelligence School

DATE: 25 February 1958

FROM : Chief, Clerical Training

SUBJECT: Report Number 8, Week of 18 - 24 February 1958.

1. Numbers in Clerical Induction Training. During the week of 18 February there were 16 people in Clerical Induction Training. Of these 4 were entering for the first time.

2. Numbers in Clerical Orientation Training. During the week of 18 February there were 11 people in Clerical Orientation.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for week of 18 February were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	3	0
Typewriting	5	3

4. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-duty Agency clerical employees on 24 February were as follows:

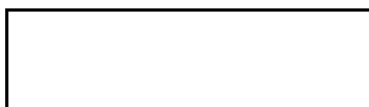
	<u>Tested</u>	<u>Qualified</u>
Shorthand	0	0
Typewriting	7	3

5. Clerical Training Classes During Period of the Storm. Although Clerical Training Instructors were on duty on Monday, 17 February, the first working day affected by the snow storm, trainees were unable to report to 1016 - 16th Street for classes. On Wednesday approximately 25 per cent of the students were absent, but by Thursday, there was full attendance in all classes.



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